

REQUISITION OR TURN-IN FOR ADMINISTRATIVE SUPPLIES AND EQUIPMENT					Page of Pages REQUISITION NO.	
DELIVER TO ORD/DD/S&T		EXTENSION	ROOM NO. See instructions	BUILDING	COST CENTER NO.	
PERSON TO CONTACT [REDACTED]		EXTENSION 5024	ROOM NO. 1D0418	BUILDING Hdq.	DIVISION AND BRANCH ORD/DD/S&T	
APPROVED BY (Signature) 25X1A9a [REDACTED]		25X1A9a				
CERTIFICATION						
I CERTIFY that the quantities of items listed below have been received except as otherwise noted.						
DATE			SIGNATURE			
ITEM LISTING						
ITEM NO.	STOCK NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1		Five drawer filing cabinets w/combination locks	5	ea		
2		Supply cabinets	1	ea		
3		Two drawer filing cabinet w/combination lock.	1	ea		
		Deliver two safes to 1D0009, two to 1D0426, and one to 1D0418. Deliver the supply cabinet to 1D0009.				
		Deliver two drawer safe to 1D0418.				
		See justification on covering memorandum.				
		CONCURRENCE:				
		25X1A9a [REDACTED]				
		Records Management Officer, DD/S&T				
TOTAL						
COMPLETE ONLY IF ABOVE ITEMS ARE TURN-INS						
PICKUP FROM (Person to contact)		EXTENSION	ROOM NO.	BUILDING		